



## **CITY OF ATLANTA BOARD OF ETHICS Statement of Expense Reimbursements**

This form must be completed when a city official or employee receives payments or is reimbursed from a non-city source for reasonable hosting expenses, including travel, meals, and lodging, provided in connection with speaking or teaching engagements, participation on professional or civic panels, or attendance at conferences in an official capacity. See Code of Ordinances § 2-801 & § 2-815.

### **1. IDENTIFYING INFORMATION.**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

City Position: \_\_\_\_\_

Department of agency: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **2. EXPENSES PAID BY NON-CITY SOURCES.**

For each trip made, provide the following information:

Date(s) of Trip: \_\_\_\_\_ Location: \_\_\_\_\_

Types of activity (check any that apply):

☐ Speech ☐ Teaching ☐ Conference ☐ Professional or civic panel

☐ Other (describe): \_\_\_\_\_

Subject matter of event : \_\_\_\_\_

\_\_\_\_\_

Name and address of all persons or entities providing reimbursement:

Name of Entity	Address

Amount of reimbursement received from each source by category:

Source of Reimbursement	Travel	Lodging	Meals	Other (describe)

TOTAL PAID: \_\_\_\_\_

### 3. SIGNATURE.

I declare under penalty of perjury that I have examined this statement of expense reimbursements connected with my city-related travel and, to the best of my knowledge, it is a true, correct, and complete statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Filing information

The original, signed copy of this form must be filed with the Municipal Clerk within 30 days of receipt of any expense reimbursements from non-city sources, with a copy sent by the official or employee to the Ethics Officer.

Address for filing the original:  
Municipal Clerk  
City Hall, Suite 2700  
55 Trinity Avenue, SW  
Atlanta, GA 30303

Address for filing the copy:  
Ethics Officer  
City Hall Tower, Suite 3180  
68 Mitchell Street, SW  
Atlanta, GA 30303  
[ethicsofficer@atlantaga.gov](mailto:ethicsofficer@atlantaga.gov)  
fax: (404) 658-7720

For questions about the form, contact the Ethics Office at (404) 330-6286.

Revised 11/3/2004